



## MICHIGAN INDIGENT DEFENSE COMMISSION

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### **Position Available: Administrative Assistant (Executive Secretary E10)**

**Hourly rate: \$18.94/hour - \$25.36/hour**

#### SUMMARY

The Michigan Indigent Defense Commission (MIDC) creates and enforces minimum standards to improve systems that provide attorneys for people that are accused of crimes and cannot afford counsel. The MIDC is seeking an Administrative Assistant to join our team in Lansing. The ideal candidate will have excellent communication and organizational skills, and be willing to complete a variety of tasks. This is a full-time position and includes sick and annual leave time and benefits available to State of Michigan employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as necessary.

- Provide administrative support to the staff members of the MIDC.
- Answer incoming phone calls to the office main line; direct calls or answer questions as necessary.
- Handle logistics for events and meetings.
- Draft, type, edit, and format various documents using Microsoft Office and Adobe software. Review documents for grammar and spelling.
- Prepare MIDC meeting minutes.
- Receive and distribute incoming mail. Prepare outgoing mail.
- Process invoices for payment.
- Maintain various files and reports.
- Researches, compiles, assimilates, and prepares confidential and sensitive documents.
- Assists interested parties with data entry into the MIDC's web portal.
- Operate standard office equipment.

#### QUALIFICATIONS

##### EDUCATION AND EXPERIENCE

The job requires knowledge of a specialized nature, normally acquired through a general high school education and from specialized training such as that acquired in the first year of college, technical or business school in word processing, writing skills, office management, and related areas.

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9. Proficiency with Microsoft office required, must be comfortable utilizing computer software and office tools.

##### CERTIFICATES, LICENSES, REGISTRATIONS

Occasional travel may be required, a valid driver's license is preferred.

#### TO APPLY

Electronic submission of application materials is preferred. Cover letter and resume may be e-mailed to: [careers@michiganidc.gov](mailto:careers@michiganidc.gov) with "Administrative Assistant" in the subject line. If you are unable to submit materials electronically, they may be mailed to the MIDC at 200 N. Washington Sq., 3<sup>rd</sup> Floor, Lansing, MI 48913.

**APPLICATION DEADLINE: May 22, 2017 5:00 PM**